

# 2010 TEP Application Checklist

## WELCOME Fall 2010 Applicants

The Office of Student of Services of GSE&IS looks forward to assisting you through the application process. If we can be of service to you in any step of this process, please feel free to contact any one of our advisors.

**For International Applicants Only:** Please contact the Office of Student Services for additional information.

**Following is the postmark deadline for submitting your application. Incomplete or late applications will NOT be reviewed:**

**January 11** Teacher Education Program Deadline

The application process for the UCLA Department of Education is comprised of two parts. Part One is the submission of basic information to the UCLA Graduate Division via the online application. Part Two of the application process is the submission of your application packet directly to our department.

Please use this checklist to ensure you have submitted all the necessary application materials for graduate study in education at the University of California, Los Angeles. We recommend you start as early as possible to avoid any delays in processing your application.

### PART ONE:

- Submit a Graduate Admissions Application on-line from the Graduate Division website, [www.gdnet.ucla.edu](http://www.gdnet.ucla.edu), which includes the Graduate School of Education & Information Studies on-line Supplemental Application.  
NOTE: Please be sure to apply to the correct major EDUCATION (249) and degree objective (**M.Ed./Cred**)
- Application Fee  
The nonrefundable application fee (\$70.00 for U.S. citizens and Permanent Residents; \$90.00 for all other applicants) can be paid by credit card only.

**The application fee must be paid before an application can be processed.**

### PART TWO:

Please review the entire online application before mailing your application packet. Send a COMPLETE application packet to:

**UCLA Graduate School of Education & Information Studies  
1009 Moore Hall, UCLA Box 951521  
Los Angeles, California 90095-1521**

This packet should include the following items:

- **TWO original transcripts, in sealed envelopes, from each institution attended.**  
Two official copies of all transcripts are required for admission. If you have taken any courses at an institution, you will need to send transcripts from that institution even if the courses are noted on your undergraduate degree transcript.

If you are a college senior, do not wait for senior-year grades before submitting your application and transcript.

**Current and Previous UCLA undergraduates:** You do NOT have to submit official copies of UCLA transcripts. You MUST, however, submit ONE unofficial copy of your UCLA transcript, which can be obtained at the Registrar's office (**Degree Progress Reports will NOT be accepted**).

- **THREE sealed letters of recommendation.**  
Please have your recommender write a formal letter, on official letterhead, and attach to the Letter of Recommendation form provided by Graduate Division. In order to be considered a recommendation, a letter must be included. We ask that you collect all letters of recommendation and send them with your application materials.

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- **Required Exams (*PLEASE SEE BELOW FOR ADDITIONAL INFORMATION*):**  
All out-of-state applicants are not required to submit test results to apply. If accepted to the program, you must take and pass the CBEST and CSET before December 1, 2010.
- **CBEST (California Basic Educational Skills Test) Score Report**  
All in-state applicants to TEP must take the CBEST prior to or show proof of registration for the CBEST exam on or before **12/05/09**. Please provide a copy (not original) of score report or proof of registration for December 5, 2009 test date. If you take the computer-based test, it must be taken by November 2009. Exams taken after this date will **NOT** be accepted and in turn make the application incomplete. There are NO exceptions to this policy.
- **CSET (California Subject Examinations for Teachers) Score Report**  
All in-state applicants to TEP must take the CSET or show proof of registration for the CSET exam on or before **1/09/10**. Please provide a copy (not original) of score report or proof of registration for January 9, 2010 test date. Exams taken after this date will **NOT** be accepted and in turn make the application incomplete. There are NO exceptions to this policy. **All subtests are required to be taken by test deadline in order for application to be considered complete.**
  - Multiple Subject:** In lieu of CSET, you may submit MSAT if taken & passed on or before 06/30/03. You may also take the Writing Skills section of the CSET in lieu of CBEST.
  - Single Subject:** In lieu of CSET, you may submit SSAT & PRAXIS if both taken and passed on or before 06/30/03.
  - Single Subject Matter Preparation Program Letter:** In lieu of the Single Subject CSET, you may submit a subject matter waiver letter from an approved credential analyst indicating 100% completion of subject area.

- **Group Interview or Videotape**

All applicants to TEP MUST attend a Group Interview as part of the admissions process. Group Interviews will be held in Moore Hall on the UCLA campus. (**Out-of-state/country applicants ONLY:** If you are residing outside of the state of California and/or the United States from September 2, 2009- January 23, 2010, you MUST submit a videotape addressing a specific question with your application materials by the **January 11, 2010** deadline.) If you are participating in the interview, you will select your time on the supplemental application.

## THE FOLLOWING ITEMS MAY BE UPLOADED OR MAILED IN:

- **Statement of Purpose:** 3-5 double-spaced pages, 12-pt font. Use the form found on Graduate Division's website at <http://www.gdnet.ucla.edu/gasaa/admissions/MTERIALS.HTM> and attach your statement of purpose to the form. **Only one statement of purpose is required.** In addition to the prompt found on the form, please address the following:
  - Your experience with children and youth in an urban setting (describing the setting in some detail).
  - Your particular interest in the UCLA Teacher Education Program.
  - Your purpose in applying for graduate study in teacher education.
  - Your future plans or aspirations
  - Any additional information that may aid the Selection Committee in evaluating your preparation and your aptitude for graduate studies at UCLA
- **Resume or Curriculum Vitae (CV)**
- **TEP Scholarship Essay *optional***  
The application deadline for scholarships or fellowships coincides with the program deadline. Your fellowship application(s) should be included in your application packet.  
**If you wish to be considered for a TEP Scholarship, you must respond to the following (500 Word limit, typed, double-spaced, 12-point font.)**
  - Please discuss how your prior life experiences—academic, professional, volunteer, etc.—demonstrate a commitment to serving educationally underrepresented segments of society. Also, please discuss ways in which social, economic, or other disadvantages that you have had to overcome have affected your academic opportunities. Finally, please write a particular topic in educational research that you would be interested in pursuing.

- **Diversity Fellowship Application for Entering Graduate Students, *optional***  
The application deadline for scholarships or fellowships coincides with the program deadline. Your fellowship application should be included in your application packet. The Fellowship application is available in the Graduate Division online application. You may also find information on other forms of funding by visiting: [www.gdnet.ucla.edu/asis/entsup/finsup.htm](http://www.gdnet.ucla.edu/asis/entsup/finsup.htm)

**NOTE:** if you are interested in government aid, you must file a FAFSA (Free Application for Student Aid) by the posted deadline. To complete an application, please visit: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

***ADDITIONAL INFORMATION REGARDING CSET EXAM:***

**In order to apply:** applicants must have taken all subtests of their single-subject matter or multiple subject matter on or before January 9, 2010.

**Applicants who are admitted but have not passed all required CSET subtests by January 9, 2010 will be admitted on a provisional basis. These admitted applicants will have to pass all required subtests on or before July 10, 2010. Failure to pass all required subtests would prevent matriculation to the program for Fall 2010. The last test date for passing the CSET, if admitted on a provisional basis, is July 10, 2010.**